

June 21, 2010

TO: ALL OFFERORS

FROM: CARMEN HERRERA
IT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL - CONTRACT NO. GSS10584-
AUDIO_VIDEO, Audio, Video and Surveillance Equipment and Services

ADDENDUM #1

This addendum is to advise all offerors of the following:

1. As a clarification, Appendix B is the separate Excel file labeled Pricing Spreadsheet.
2. Questions and answers are attached, changes are as below:
 - a) #34 – answer clarifies intent and amends Appendix A;

All other terms and conditions remain the same.

If you have any questions, please contact me at 302-739-9683 or carmen.herrera@state.de.us.

1. Can you send me updates?
 - a. For public access, all updates will be posted online at the same location as the original document at <http://gss.omb.delaware.gov/bids.shtml>.
2. Should Offerors respond to every section of the RFP or only respond to those sections that are mentioned in Section II, Format of Proposal (Letter E – Order of Documents in the Offeror Proposal). The RFP states on page 32, Section B Guidelines that Offerors must respond to each and every requirement in the RFP. There are also sections that require a response but are not outlined in the Format of Proposal Section. For example, in which section of the response should responses to C. Requirements of Offeror on page 36 be placed? Please advise if Offerors should respond section by section to every page of the RFP.
 - a. Please review the FORMAT FOR PROPOSAL which includes E. Order of Documents in the Offeror Proposal. Also review the Proposal Reply Summary Form and Appendices A & B.
3. Page 50 (Proposal Reply Section) – Should this page be completed for Audio/Web Conferencing Services? Or is this only required for Systems 1 -4 on pages 43 and 44?
 - a. Form on pages 50-51 applies to configurations for pricing estimates listed on pages 43 and 44.
4. We offer infrared technologies for classroom systems and FM for assistive listening devices. We have multiple configurations for these items. How would you like us to complete the forms on pages 50-51 to reflect these configurations?
 - a. Form on pages 50-51 applies to configurations for pricing estimates listed on pages 43 and 44. List the equipment the best you can using the forms. You may use as many copies as necessary.
5. Does the state want manufacturers to list all items that appear on their MSRP catalog?
 - a. No, please follow instructions on Proposal Reply Product Category and Proposal Reply Manufacturer forms.
6. Can we attach pages to page 50?
 - a. Yes.
7. Schools usually have their own contractors to install classroom audio technology products. Is installation required? Can we offer product only?
 - a. Offerors should be able to perform demonstrations, design configuration assistance, implementation assistance, installation, maintenance, and training for all systems, equipment and services offered.
8. Are you expecting one vendor to provide the solution for all of the needs outlined in the proposal, or can we provide solutions for only the appropriate systems within the audio equipment category?
 - a. Offerors may apply for one or more vendor categories listed Appendix A Response Information.
9. What is the Silence of Specifications referred to on page 5, #4?
 - a. The specifications in the RFP may not necessarily be the best practice, but the respondents may submit a proposal with best industry standards.
10. If you do not want bid documents provided in a 3-ring binder, per page 35, how would you prefer documents be organized (i.e. stapler, butterfly clip, binder clip, etc.)?
 - a. Other than 3 ring binder exclusion, there is no preference.

11. We are a manufacturer of classroom audio technology (i.e. amplifiers, speakers, microphones), and therefore provide customer support during regular business hours (8:00 AM – 8:00 PM Eastern Time). Recognizing that schools are not open 24/7, do you require 24 hour emergency support/helpdesks (referenced on page 40) for such manufacturers?
 - a. Per page 40, enhanced warranties must include 24/7 helpdesk coverage.
12. Page 38, #1 g, references Free Standing Speakers. Does this refer to a wireless speaker?
 - a. Free Standing Speakers are not mounted to anything.
13. How does the form on pages 50-51 apply to all stand alone audio products as described on page 45?
 - a. Form on pages 50-51 applies to configurations for pricing estimates listed on pages 43 and 44.
14. The form on page 50 specifies enhanced warranty. We offer a 5 year warranty on most of our products. Is this considered “enhanced”, or does enhanced refer to an extended warranty?
 - a. Enhanced would be above and beyond the normal manufacturer’s warranty. If a 5 year warranty is the normal warranty offered by the manufacturer then it is not the enhanced warranty.
15. The form on page 50 references quantity. What is the quantity that you are interested in?
 - a. For form on pages 50-51, please refer to configurations for pricing estimates listed on pages 43 and 44.
16. On page 50, what would you prefer us to provide for system #? Because our systems provide multiple components, is it best to include them under Miscellaneous Equipment?
 - a. For form on pages 50-51, please refer to configurations for pricing estimates listed on pages 43 and 44.
17. Because we are a manufacturer of classroom audio technology, will you please help us understand how you would like us to transfer our information to the form for Miscellaneous Information on page 51?
 - a. This form is asking for your response to the 4 systems on pages 43 and 44. Just respond as if you were supplying a quote for those four jobs. If you do not wish to respond to a particular section then just state that in your response.
18. The Mandatory Bid meeting is scheduled for Tuesday June 21st? Is the June 21st right or Tuesday?
 - a. The Mandatory Pre-Bid is Monday, June 21st.
19. Is this an all or nothing bid?
 - a. No.
20. Is this full and open competition?
 - a. Yes, Delaware does not have preference laws.
21. Will the state allow joint ventures?
 - a. Refer to Special Provision #50 Subcontracting and submit all required information for subcontractors.
22. What is subcontractor approval process?
 - a. Submit required subcontractor info in proposal.
23. Federal government requires Intent to Bid letter prior to proposal submittal but did not see this for this process, does Delaware require this?
 - a. Please follow instructions in this RFP.
24. Can you send emails to one person only to potentially avoid more than one submission from a company?

- a. Offerors are responsible for coordinating proposal submissions within their own company.
- 25. Will you Accept proposals for the video surveillance systems for Mobile applications? If yes; will you accept proposals only on the Mobile application of Video Surveillance or are you looking for one company to provide all items in bid?
 - a. Yes, offerors may apply for one or more vendor categories listed in Appendix A Response Information.
- 26. Can you tell me who the reviewers are for the contract?
 - a. After process is complete, you have option to submit an information request as per the Freedom of Information Act.
- 27. Can we bid for just A/V or just the Surveillance?
 - a. Offerors may apply for one or more vendor categories listed in Appendix A Response Information.
- 28. Will this replace GSS07015 and GSS06450?
 - a. Yes.
- 29. With regard to the Audio and Web conferencing, can you please clarify the current volume of audio and web conferences today?
 - a. Please review contract usage information available for contracts GSS07015 and GSS06450 at <http://gss.omb.delaware.gov/contracting/calpha.shtml>.
- 30. Does the State of Delaware intend to make multiple awards as a result of this solicitation?
 - a. Yes.
- 31. Are offerors required to propose solutions for all aspects of the RFP—AV/Multimedia components, PolyCom/Tandberg-Cisco VTC equipment, Audio & Web Conferencing and Video Surveillance systems--- are piecemeal submissions allowed for the individual RFP elements?
 - a. Offerors may apply for one or more vendor categories listed Appendix A Response Information.
- 32. Outside of the requirement to price specific systems referenced on pages 43 and 44, does the State of Delaware have a specific equipment list for vendors to price?
 - a. Please see Appendix B, Excel document labeled as Pricing Spreadsheet on web.
- 33. On page 38, the first paragraph details Tandberg, Polycom and Cisco OEMs, but videoconferencing equipment is not included in the Audio/Video equipment list. How should videoconferencing equipment pricing be detailed or referenced? Should specific equipment be detailed (i.e. codecs, MCUs, etc)?
 - a. Please see Appendix B, Excel document labeled as Pricing Spreadsheet on web.
- 34. On page 40, the “Installation” section references videoconferencing and video surveillance. Are there any installation and technical requirements as it pertains to audio video equipment?
 - a. Offerors should be able to perform demonstrations, design configuration assistance, implementation assistance, installation, maintenance, and training for all systems, equipment and services offered.
- 35. On page 47, section 4 references Appendix B, but there is not another reference to Appendix B following Appendix A. Should the completed price sheet be submitted as Appendix B? Please clarify.
 - a. Please see Appendix B, Excel document labeled as Pricing Spreadsheet on web.
- 36. On page 50 as part of the Proposal Reply Section, please confirm that this will need to be completed for each system as referenced on pages 43 and 44.
 - a. Form on pages 50-51 applies to configurations for pricing estimates listed on pages 43 and 44.
- 37. On page 50 under Miscellaneous Equipment, is it required to submit our pricing for Audio and Web Services in this section as it pertains to the systems referenced on pages 43 and 44 or shall

we submit all of our pricing for Audio and Web conferencing via the separate pricing spreadsheet provided? Please clarify.

- a. Form on pages 50-51 applies to configurations for pricing estimates listed on pages 43 and 44.